

Attaching Graphics (Labels) to a Layer

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KMM

This feature is only available with the **Advanced Template** in ArcMap. To change your template, Go to **Preferences** (wrench button) in Toolkit. Click on the **GIS Tools** tab and change from **Basic** to **Advanced**. Make sure to save changes to your preferences, then go open the customer's file.

A. Turning on and off Field #, Ac., and Landuse labels created with the Label Tool () from the Consplan layer.

1. Once you have used the Label Tool to create your Consplan labels, you will notice that the labels are tied to the Consplan layer. If you turn off the layer, the labels go away, and vice versa.
2. If you want to see your Consplan layer without the labels, right click inside the **Data Frame** (anywhere inside the map) and choose **Properties**.
3. Click on the **Annotation Groups** tab at the top of the screen.
4. The **Group Name** for your Consplan labels should be **Consplan** (that is what it defaults to when you create your labels unless you changed it to something else).
5. Uncheck the box beside the **Consplan group name** and click OK.
6. If you want to see them again, just go back in and check the box.

NOTE: If you add more labels to your Consplan layer you will need to do this again when you overwrite the existing Consplan annotation group.

B. Attaching soil labels to the Soils Map layer without using the Label Tool (a lot of people have asked about this since using the Label Tool creates so many soil labels all over the place. This is just a "neater" way to label your soils map).

1. After you have used your **Soil Map tool** () to create your Soil Map layer, click on the **Drawing Toolbar** at the bottom left hand side of your screen and choose **New Annotation Target**.
2. Type in **Soils** under the **Annotation Group Name** and click **OK**.
3. Right click on the **Soils Map layer** in the table of contents on the left side of the screen and choose **Properties**.

4. Click on the **Labels** tab and in the **Label Field** drop down window choose **MUSYM** to label the map unit symbol of the soil. Click **OK**.
5. On your **Drawing Toolbar** at the bottom of the screen, click on the drop down menu beside the **A** and choose the **label tool**.
6. Under **Placement** choose "**Place label at position clicked**" and under **Label Style** choose "**Use properties set for the feature layer.**" Then click on the **Red X** to close the window.
7. Your cursor should have the "**label picture**" following it in the map. Click in each map unit to label its symbol. The label will be placed on the position where clicked. This will reduce the number of labels you would have gotten with the Label Tool.
8. Edit the labels (font, size and color) the way you would like them.
9. If you uncheck the Soils Map layer you'll notice that the labels remain on the map because they are not yet linked to the layer.
10. To link them, right click inside the **Data Frame** and choose **Properties**.
11. Highlight the **Soils Annotation Group Name** (not Soils Map) and click on the **Properties** button on the right.
12. Under **Associated Layer**, drop down in the menu and choose **Soils Map** and click **OK**.
13. Click on **Apply** and then click **OK**. Now the Soils Map layer and the labels are tied together.

C. Creating road labels and attaching them to a layer (this is also the same concept if you wanted to create Tract Number labels and attach them to a layer).

1. Click on the Drawing Toolbar at the bottom left hand side of your screen and choose New Annotation Target.
2. Type in **Roads** (or Tract Number, whichever you are doing) under the **Annotation Group Name** and click **OK**.
3. On your Drawing Toolbar at the bottom of the screen, click on the **A** (New Text) button to manually create a graphic. You can also use the spline tool (squiggly line) to label roads.
4. After you have labeled all your roads (or tract numbers), edit the labels (font, size and color) the way you would like them.
5. To link the labels to a layer (Roads layer for road labels OR Consplan layer for Tract Number labels), right click inside the **Data Frame** and choose **Properties**.
6. Highlight the **Roads (or Tract Number) Annotation Group Name** and click on the **Properties** button on the right.

7. Under **Associated Layer**, drop down in the menu and choose either **Roads for the Roads layer OR Consplan for the Consplan layer** and click **OK**.
8. Click on **Apply** and then click **OK**. Now the appropriate layer and the labels are tied together.

NOTE: This entire concept will work for any layer and labels.